

## Continuing registration with the Office for Students

General ongoing conditions of registration	Also Initial condition	Approved (fee cap)	Notes
<b>A: Access and participation for students from all backgrounds</b>			
Condition A1	<p>An Approved (fee cap) provider intending to charge fees above the basic amount to qualifying persons on qualifying courses must:</p> <ul style="list-style-type: none"> <li>i. Have in force an access and participation plan approved by the OfS in accordance with the Higher Education and Research Act 2017 (HERA).</li> <li>ii. Take all reasonable steps to comply with the provisions of the plan.</li> </ul>	Yes	<p><b>Relevant risks GSMD DDP 001 (Student recruitment and retention) and GSMD DDP 003 (Profile in league tables)</b></p> <p>Access &amp; Participation plan 2019 was submitted as part of the School's initial registration and was approved by the OfS.</p> <p>2020-21 to 2024-25 five-year plan has been submitted and has been approved. There are some specific monitoring requirements for the School as we are not aiming to achieve parity in all areas for all under-represented groups by the end of the five years. This additional monitoring has also been applied to other conservatories.</p> <p>Plans can be viewed at:  <a href="https://www.gsmd.ac.uk/policies">https://www.gsmd.ac.uk/policies</a></p> <p>The current monitoring cycle requires an annual submission in January in respect of the preceding academic year. Whilst 2018/19 monitoring arrangements have yet to be confirmed by OfS, for 2018/19 and 2019/20 it is expected that this cycle will be followed. A report on the School's access monitoring goes to the Board in February each year.</p>
Condition A2			Not applicable as A1 applies instead.

<b>B: Quality, reliable standards and positive outcomes for all students</b>				
Condition B1	The provider must deliver well designed courses that provide a high quality academic experience for all students and enable a student's achievement to be reliably assessed.	Yes	✓	<p><b>Relevant risks GSMD DDP 001 (Student recruitment and retention), GSMD DDP 003 (Profile in league tables), and GSMD SUS 001 (Infrastructure &amp; teaching spaces)</b></p> <p>The Quality Assurance Agency has been appointed the Designated Quality Body (DQB) within the regulatory framework and the School is required to subscribe to the Quality Assurance Agency and pay the basic annual fee. However, the School has also subscribed to the "quality insights" enhanced membership.</p> <p>The School will be required to engage with any reviews initiated by the QAA and the OfS will consider their findings. The QAA will be looking for engagement with the advice and guidance of the UK Quality Code. There are no reviews currently in the pipeline.</p> <p>The School is required to engage with the National Student Survey (NSS) and the OfS will consider the responses of students in coming to an assessment on quality, standards and outcomes. The School also has its own Whole School Survey (WSS) to engage student in providing feedback on the quality of their educational experience.</p> <p>The School has a reliable, fair, transparent and open admissions system – see <a href="https://www.gsmd.ac.uk/apply">https://www.gsmd.ac.uk/apply</a> and monitors annually by key equality stands offers, acceptances and enrolments. The School has submitted and published its transparency data (see below).</p>
Condition B2	The provider must support all students, from admission through to completion, with the support that they need to succeed in and benefit from higher education.	Yes	✓	
Condition B3	The provider must deliver successful outcomes for all of its students, which are recognised and valued by employers, and/or enable further study.	Yes	✓	
Condition B4	The provider must ensure that qualifications awarded to students hold their value at the point of qualification and over time, in line with sector recognised standards.	Yes	✓	
Condition B5	The provider must deliver courses that meet the academic standards as they are described in the Framework for Higher Education Qualifications at Level 4 or higher.	Yes	✓	

				<p>The OfS will consider the outcome indicators – continuation and completion rates, degree attainment, graduate employment. This data is collected via HESA and the Graduate Outcomes returns. Student data returns were subject to an internal audit (completed June 2018).</p> <p>Sufficient and appropriate facilities, learning resources and student support services are also a consideration (particularly under B1).</p> <p>Relevant internal audits: Programme development (final report October 2019) – condition B1 Students affairs (final report February 2019) - condition B2</p> <p>The OfS will consider the level of complaints on the design and delivery of courses (via OIA – see condition C2 or form elsewhere, eg Competition and Markets Authority). Student complaints and appeals data is reported to the Academic Board and the Board of Governors annually in November.</p> <p>The academic assurances, which need to be signed off annually, link to conditions B1 to B5, and are considered on behalf of the Board by the Academic Assurance Working Group. As part of these assurances the Working group considers the use of external expertise in the development of its programmes and the use of external expertise (by way of External Examiners) in ensuring reliable, fair and transparent assessment and classification.</p>
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Condition B6	The provider must participate in the Teaching Excellence and Student Outcomes Framework.	No	✓	<p><b>Relevant risk GSMD DDP 003 (Profile in league tables)</b></p> <p>School currently holds a TEF Gold award. It did not submit again in 2019. It has indicated in its Access &amp; Participation Plan for 2020 onwards its intention to participate in the 2020 TEF.</p>
<b>C: Protecting the interests of all students</b>				
Condition C1	The provider must demonstrate that in developing and implementing its policies, procedures and terms and conditions, it has given due regard to relevant guidance about how to comply with consumer protection law.	Yes	✓	<p><b>Relevant risk GSMD CROSCHE 003 (Legal obligations)</b></p> <p>The School submitted a <i>Consumer protection statement</i> as part of its initial registration, and gives due regard to consumer protection issues.</p> <p>For enquirers, applicants and students, information about the contractual relationship with the School at each stage of the applicant/student journey is given at  <a href="https://www.gsmd.ac.uk/about_the_school/shared_left_nav/how_to_apply/higher_education_contract/">https://www.gsmd.ac.uk/about_the_school/shared_left_nav/how_to_apply/higher_education_contract/</a></p> <p>Applicants who are made an offer are provided with the <i>Offer handbook</i> which as well as providing useful information about London, the School and becoming a student also provides key contract information about the School's offer eg the "right to cancel", when fees become due and how much they may change over the duration of a programme that is of more than one-year duration, and what changes they can expect to their programmes (particularly where over one year's duration).</p> <p>The latter point is governed by regulation within the School's <i>Academic regulatory framework</i>.</p> <p>There is both an Applicant complaint procedure and a Student complaints procedure.</p>

Condition C2	<p>The provider must:</p> <ul style="list-style-type: none"> <li>i. Co-operate with the requirements of the student complaints scheme run by the Office of the Independent Adjudicator for Higher Education [OIA(HE)], including the subscription requirements.</li> <li>ii. Make students aware of their ability to use the scheme.</li> </ul>	No	✓	<p><b>Relevant risks GSMD DDP 001 (Student recruitment and retention), GSMD DDP 003 (Profile in league tables), and GSMD CROSCH 003 (Legal obligations)</b></p> <ul style="list-style-type: none"> <li>(i) The School's <i>Academic Regulatory Framework</i> includes details of all the student regulatory processes including student disciplinary matters, academic appeals, and student complaints. Each process indicates the point of "completion of procedures" and when a matter can be referred to the OIA(HE). The School is a subscriber to the OIA(HE) and reports annually to the Board of Governors (in the AB annual report) on case work that has gone to the OIA</li> </ul> <p>In January 2018 the School's <i>Academic Regulatory Framework</i> was reviewed by the OIA and the minor amendments recommended were implemented for the 2018/19 academic year.</p> <ul style="list-style-type: none"> <li>(ii) Students are advised when they have exhausted all internal processes of their right to go to the OIA via a completion of procedures (CoP) letter. The issue of a CoP letter is also reported to the Board annually.</li> </ul> <p>The OfS also monitors the number of cases upheld by the OIA.</p>
Condition C3	<p>The provider must:</p> <ul style="list-style-type: none"> <li>(i) Have in force and publish a student protection plan which has been approved by the OfS as appropriate for its assessment of the</li> </ul>	Yes	✓	<p><b>Relevant risks GSMD DDP 001 (Student recruitment and retention), GSMD DDP 003 (Profile in league tables), and GSMD CROSCH 003 (Legal obligations)</b></p> <p>The <i>Student Protection Plan</i> was considered by both the Academic Board and the Board of</p>

	<p>regulatory risk presented by the provider and for the risk to continuation of study of all of its students</p> <p>(ii) Take all reasonable steps to implement the provisions of the plan if the events set out in the plan take place.</p> <p>(iii) Inform the OfS of events, except for the closure of an individual course, that require the implementation of the provisions of the plan.</p>			<p>Governors before submission to the OfS. It was approved by OfS as part of our registration process (April 2019). It is also referenced in the letter to the OfS from the Board of Governors.</p> <p>It is published at <a href="https://www.gsmd.ac.uk/policies">https://www.gsmd.ac.uk/policies</a></p> <p>It was reviewed by officers for 2019/20 but no amendments were recommended.</p> <p>The Student Protection Plan makes reference to a programme closure procedure. This was used for the MA in Training Actors and is in process for the BA in Performance &amp; Creative Enterprise programme.</p>
<b>D: Financial sustainability</b>				
Condition D	<p>The provider must:</p> <p>i. Be financially viable.</p> <p>ii. Be financially sustainable.</p> <p>iii. Have the necessary financial resources to provide and fully deliver the higher education courses as it has advertised and as it has contracted to deliver them.</p> <p>iv. Have the necessary financial resources to continue to comply with all conditions of its registration.</p>	Yes	✓	<p><b>Relevant risks GSMD SUS 001 (infrastructure), GSMD SUS 002 (sustainable business model), and GSMD CROSCHE 003 (Legal obligations)</b></p> <p>The OfS describes financially viable as there being “no reason to suppose the provider is at material risk of insolvency within a period of three years from the date on which the assessment is made.”</p> <p>Financially sustainable means that the OfS “judges that the provider’s plans and protections show that it has sufficient financial resources to fulfil conditions D(iii) and D(iv) for the period of five years from the date on which the judgement is made.”</p> <p>The School reports on financial performance to each meeting of the Finance Committee and the Governing Board. It also reports every November on budget planning for the next financial year, including key assumption underpinning those plans, and provides a suite of documents including a five-</p>

				<p>year financial forecast each year to the Office for Students. This forecast is considered by the Finance Committee and Governing Board prior to submission to the OfS.</p> <p>Where the School's own financial forecasts do not provide sufficient evidence for the above, the OfS will seek a legally binding letter of support from a third party, such as a parent company.</p> <p>This condition also covers the payment of registration fees to the OfS and also unplanned or disorderly changes to course or activities.</p>
<b>E: Good governance</b>				
Condition E1	The provider's governing documents must uphold the public interest governance principles that are applicable to the provider.	Yes	✓	<p><b>Relevant risks GSMD SUS 003 (Corporate Governance) and GSMD CROSCH 003 (Legal obligations)</b></p> <p>School's governing documents are its <i>Instrument &amp; Articles of Government</i>.</p> <p>A management and governance self-assessment was submitted at initial registration with the OfS; this included the declaration that the CUC <i>Higher Education Code of Governance</i> would be the relevant code applicable to the work of the board to meet the public interest principles.</p> <p>Following submission of its registration documents, the OfS required a letter from the Board of Governors covering the Board's autonomy and the financial support commitment from the City of London.</p>

Condition E2	<p>The provider must have in place adequate and effective management and governance arrangements to:</p> <ul style="list-style-type: none"> <li>i. Operate in accordance with its governing documents.</li> <li>ii. Deliver, in practice, the public interest governance principles that are applicable to it.</li> <li>iii. Provide and fully deliver the higher education courses advertised.</li> <li>iv. Continue to comply with all conditions of its registration.</li> </ul>	Yes	✓	<p><b>Relevant risks GSMD SUS 003 (Corporate Governance) and GSMD CROSCHE 003 (Legal obligations)</b></p> <p>A management and governance self-assessment was submitted at initial registration with the OfS.</p> <p>The Minutes of the Board of its Committee are required to be publically available except where such material is genuinely confidential – papers are available at:  <a href="http://democracy.cityoflondon.gov.uk/mgCommitteeDetails.aspx?ID=387">http://democracy.cityoflondon.gov.uk/mgCommitteeDetails.aspx?ID=387</a></p> <p>The Governance &amp; Effectiveness Committee of the Board of Governors reviews annually the Board's compliance with the CUC <i>Higher Education Code of Governance</i>.</p> <p>The Audit &amp; Risk Management Committee and internal audit work are particularly key to meeting condition E2 which references a risk register, an internal audit plan and annual report, an Audit Committee annual report, and external auditor's opinion.</p> <p>The work of the Remuneration &amp; Nominations Committee is also relevant to condition E2 in respect of governor recruitment and induction, and the Remuneration Annual Report (the first report is due November 2019).</p>
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Condition E3	<p>The governing body of a provider must:</p> <ul style="list-style-type: none"> <li>i. Accept responsibility for the interactions between the provider and the OfS and its designated bodies.</li> <li>ii. Ensure the provider's compliance with all of its conditions of registration and with the OfS's accounts direction</li> <li>iii. Nominate to the OfS a senior officer as the 'accountable officer' who has the responsibilities set out by the OfS for an accountable officer from time to time.</li> </ul>	No	✓	<p><b>Relevant risks GSMD SUS 003 (Corporate Governance) and GSMD CROSCHE 003 (Legal obligations)</b></p> <p>Condition E3 (accountability) also makes reference to staff and senior staff pay and the need to make disclosures on this matter</p> <p>The Principal is the accountable officer.</p>
Condition E4	<p>The governing body of the provider must notify the OfS of any change of which it becomes aware which affects the accuracy of the information contained in the provider's entry in the Register.</p>	No	✓	<p><b>Relevant risks GSMD SUS 003 (Corporate Governance) and GSMD CROSCHE 003 (Legal obligations)</b></p> <p>To date no changes have been notified to the OfS.</p>
Condition E5	<p>The provider must comply with guidance published by the OfS to facilitate, in co-operation with electoral registration officers, the electoral registration of students.</p>	No	✓	<p><b>Relevant risks GSMD SUS 003 (Corporate Governance) and GSMD CROSCHE 003 (Legal obligations)</b></p> <p>Currently the School actively encourages electoral participation by reminding students at the start of the academic year how to register to vote. Additional reminders, with deadlines for relevant elections, are also sent out.</p>

				<p>Going forward the School wishes to join the new JISC system but is awaiting implementation of secure data sharing software in order to subscribe to this service.</p> <p>At the request of the Cabinet Office, the School recently engaged, by way of a telephone interview, with IFF Research, who are evaluating Higher Education providers' roles in facilitating student electoral registration.</p>
<b>F: Information for students</b>				
Condition F1	The provider must provide to the OfS, and publish, in the manner and form specified by the OfS, the transparency information set out in section 9 of HERA.	No	✓	<p><b>Relevant risks GSMD DDP 001 (Student recruitment and retention), GSMD DDP 003 (Profile in league tables), and GSMD CROSCH 003 (Legal obligations)</b></p> <p>First transparency data return was submitted and published July 2019 ahead of deadline. Available at: <a href="https://www.gsmd.ac.uk/about_the_school/about_us/corporate_documentation/#c31381">https://www.gsmd.ac.uk/about_the_school/about_us/corporate_documentation/#c31381</a></p> <p>Next transparency return is due January 2020.</p>
Condition F2	The provider must provide to the OfS, and publish, information about its arrangements for a student to transfer.	No	✓	<p><b>Relevant risks GSMD DDP 001 (Student recruitment and retention) and GSMD CROSCH 003 (Legal obligations)</b></p> <p>The School already has a policy covering non-standard entry including advanced standing see <a href="https://www.gsmd.ac.uk/fileadmin/user_upload/files/Policies_and_Reports/Non-standard_entry_policy_May_2019.pdf">https://www.gsmd.ac.uk/fileadmin/user_upload/files/Policies_and_Reports/Non-standard_entry_policy_May_2019.pdf</a> with cross reference from the <i>How to apply</i> web pages.</p>

				<p>This is due to be reviewed by the School's Operations Board at its November 2019 meeting to clarify how the School assists a student transferring out of the School, and also to ensure there is a published explanation as to why advanced standing transfer is not permitted into some School programmes.</p>
Condition F3	<p>For the purpose of assisting the OfS in performing any function, or exercising any power, conferred on the OfS under any legislation, the governing body of a provider must:</p> <ul style="list-style-type: none"> <li>i. Provide the OfS, or a person nominated by the OfS, with such information as the OfS specifies at the time and in the manner and form specified.</li> <li>ii. Permit the OfS to verify, or arrange for the independent verification by a person nominated by the OfS of such information as the OfS specifies at the time and in the manner specified and must notify the OfS of the outcome of any independent verification at the time and in the manner and form specified.</li> </ul>	No	✓	<p><b>Relevant risks GSMD SUS 003 (Corporate Governance) and GSMD CROSCHE 003 (Legal obligations)</b></p> <p>To date, other than the letter from the Board of Governors to the OfS (February 2019), no information has been requested that falls outside of the standard statutory reporting requirements.</p>

Condition F3 continued	<p>iii. Take such steps as the OfS reasonably requests to co-operate with any monitoring or investigation by the OfS, in particular, but not limited to, providing explanations or making available documents to the OfS or a person nominated by it or making available members of staff to meet with the OfS or a person nominated by it.</p> <p>The requirements in paragraphs (ii) and (iii) do not affect the generality of the requirement in paragraph (i).</p>			
Condition F4	For the purposes of the designated data body (DDB)'s duties under sections 64(1) and 65(1) of HERA, the provider must provide the DDB with such information as the DDB specifies at the time and in the manner and form specified by the DDB.	No	✓	<p><b>Relevant risks GSMD DDP 003 (Profile in league tables), GSMD SUS 003 (Corporate Governance), and GSMD CROSCH 003 (Legal obligations)</b></p> <p>The Designated Data Body is currently HESA. The timeliness of returns (and their sign-off) to HESA is monitored by the Principal's Office.</p>
<b>G: Accountability for fees and funding</b>				
Condition G1	A provider in the Approved (fee cap) category must charge qualifying persons on qualifying courses fees that do not exceed the relevant fee limit determined by the provider's quality rating	No	✓	<p><b>Relevant risk GSMD CROSCH 003 (Legal obligations)</b></p> <p>The School's currently quality rating is TEF Gold and the School charges the highest home UG fee permissible.</p>

	and its access and participation plan.			
Condition G2	The provider must comply with any terms and conditions attached to financial support received from the OfS and UK Research and Innovation (UKRI) under sections 41(1) and/or 94(2) of HERA. A breach of such terms and conditions will be a breach of this condition of registration.	No	✓	<p><b>Relevant risk GSMD CROSCHE 003 (Legal obligations)</b></p> <p>The conditions attached to financial support received from the OfS and UKRI are currently covered under the usual reporting requirements.</p>
Condition G3	The provider must pay: <ul style="list-style-type: none"> <li>i. Its annual registration fee and other OfS fees in accordance with regulations made by the Secretary of State.</li> <li>ii. The fees charged by the designated bodies</li> </ul>	No	✓	<p><b>Relevant risk GSMD CROSCHE 003 (Legal obligations)</b></p> <p>The School pays fees to OfS, and HESA and the QAA under Condition G3(ii). There was a recent mix-up in relation to payment of the OfS fees resulting in a notification to the Chairman of the Board of Governors. It is a requirement of that notification that the matter is reported to the Board at its next meeting in November 2019.</p>